

**KEEP COBB BEAUTIFUL
ENVIRONMENTAL GRANT PROGRAM
APPLICATION**

1. Name of Organization: _____
2. Address: _____
3. Contact Person: _____
4. Telephone: _____ Fax: _____
5. Application prepared by (Name/Organization/Number/E-mail): _____

6. Project, program or activity description (describe in one or two sentences):
7. Have you applied to other sources for funds for this project? ☐ Yes ☐ No
8. If yes, describe the source, amount, and status of that application.
9. Amount of Grant Requested: \$_____ (Attach line item budget)
10. Total Project Cost: \$_____ (Attach project budget)
11. Expected project beginning date: _____
Expected completion date: _____
12. **Certification:** I, the undersigned authorized representative of the applicant, certify that to the best of my knowledge the information in the application is true and correct, the document and project has been duly authorized by the governing body of the applicant, and, if funded, the applicant will carry out the project activities in the manner described in this application. I also certify that the applicant shall maintain accounting records in accordance with generally accepted governmental accounting principles and that the funds awarded will be included in those audits or financial statements that cover all or part of the project duration period noted above.

Official Signature

Date

Name (please print)

Address

Title

Address

Mail an original to:
**Keep Cobb Beautiful
Environmental Grant Program
1897 County Services Parkway
Marietta, GA 30008**

On separate sheets of paper, please answer the following questions. Number your responses accordingly.

15. Describe the area targeted under this grant. Include the following information:

- a) Current population/number of residents/school enrollment

If the project does not involve a school, skip to question #16.

- b) if the project is not schoolwide, please describes areas (e.g, 5th grade classes or outdoor class room) targeted

16. Describe your current environmental programs/activities including your recycling and/or waste reduction program(s), and any special events (e.g, Arbor Day). For recycling program, include collection method, materials collected, and educational efforts. For schools, please describe any outdoor classrooms or environmental curricula. (Attach additional descriptions if necessary).

17. Explain how previous grant funding has been used to establish or implement your existing programs (if applicable).

18. Describe the project.

Please include cost estimates for materials, equipment, education, and other direct costs. Cost estimates must match budget pages. **Attach additional pages if necessary.**

Please highlight the following:

- a) If the project is a demonstration project, describe the objective of the demonstration. Identify the methods to be used to document project results and communicate results to your school as well as other schools and how you plan to identify partners.
- b) For equipment purchases/capital costs, program elements that must be addressed shall include: how the purchase of the equipment relates to the ongoing program or the establishment of a new program; a description of how the equipment will be used and a discussion of if the products/equipment will be an environmentally-preferable, if applicable.
- c) If the project is a waste reduction program, describe target audience, method of outreach to inform student/faculty/parents/parents about program and results, quantity/volume of solid waste currently being disposed, and method to evaluate or track waste reduction efforts.
- d) If applying for outdoor classroom or project with landscaping, please clearly describe how the plants will be watered.

19. Provide contact information for the person overseeing the project implementation. If your organization is partnering with another organization, please include their contact information here and their responsibilities on the project.

20. Provide a timetable for the development and implementation of the project for the term of the grant. Attach separate sheet with timetable to application.

Sample timetable (Please develop your own from this sample):

	<u>MILESTONES</u>	<u>TARGET DATE</u>
1.	Develop detailed action plan for project	3/1/08
2.	Purchase necessary supplies	4/1/08
3.	Develop necessary outreach program	4/30/08
4.	Implement program in trial locations (if needed)	5/1/08
5.	Implement program schoolwide	8/30/08
6.	Evaluate program results and make recommendations for changes.	12/30/08
7.	Submit final report to KCB.	2/1/09

21. Have you entered into a written contract, written bid or written agreement to develop and/or implement a solid waste reduction program and/or recycling program? (include private waste management companies, processors, haulers, and end users). If so, please provide pertinent information or attach a copy of the document or summarize contract information.

Please see attached Application Checklist to make sure that all required materials are included in your application.

Keep Cobb Beautiful Grant Application Checklist

To be completed by applicant and submitted with application:

- ☐ All application questions have been answered.
- ☐ All signatures have been obtained.
- ☐ Original is included, **No** binders, notebooks or covers.
- ☐ Program budget matches program description.
- ☐ Project goal matches grant objectives.
- ☐ If equipment is requested, appropriate descriptions or literature is included.
- ☐ Justification for all funds requested is included in project description.
- ☐ Project meets grant guidelines.